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13 November 1960

MEMORANDUM FOR: Director of Training

THROUGH : Executive Officer *WBS*

SUBJECT : Weekly Activities Report No. 17
Instructional Services Branch
18--23 November 1960

I. Significant ItemsA. Film Production1. Security Film

25X1A9a [REDACTED] spent most of 22 November at
25X1A5a1 [REDACTED] selecting the background music to be used
25X1A5a1 in this film. The editorial work by [REDACTED] continues on
schedule with no change in the projected completion date.

2. DD/I Film

25X1A9a [REDACTED] on 21 November to discuss the
entire script for this film. As a result, we have been given the
go-ahead to produce Part I. After many hours of searching, a
suitable location has been discovered at which the exterior
scenes will be shot. The location is at Van Ness St. and Renc
Rd., N. W., adjacent to the Bureau of Standards. We plan to
start shooting on 5 December, weather permitting. With good
weather we can wrap up the exterior requirements in 5 to 7
25X1A6a days after which we will proceed to [REDACTED] to shoot the interiors.
25X1A9a [REDACTED] cameraman, has been requested to report for
duty the morning of 5 December with the understanding that
there will be a holiday break from 19 December through 2
January. Our activities in D. C. will be on a strictly overt
25X1A9a basis. [REDACTED] Office of Security, and C/ISB have
an appointment on 28 November with the Captain of the 8th
Precinct, D. C. Police, at which time we will outline our plans
and request whatever police assistance is necessary. The
25X1A9a cast has not yet been selected but [REDACTED] will con-
centrate on accomplishing this next week.

B. Audio Aids Section -- Nothing of significance to report.~~SECRET~~~~CONFIDENTIAL~~

C. Visual Aids Section

Management

1. Mounting, acetate enclosure for map, civil defense.
2. Chart, layout, "Cycle of Management."

LAS

Mount and jig-saw photographic blowups, single draped figures, 72 inches, total 4.

LFR

Letterhead design, OTR anniversary.

Miscellaneous signs, nameplates, and minor constructions for following components:

ISB
LTS
Ops. Schl.
VLS

25X1A9a

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